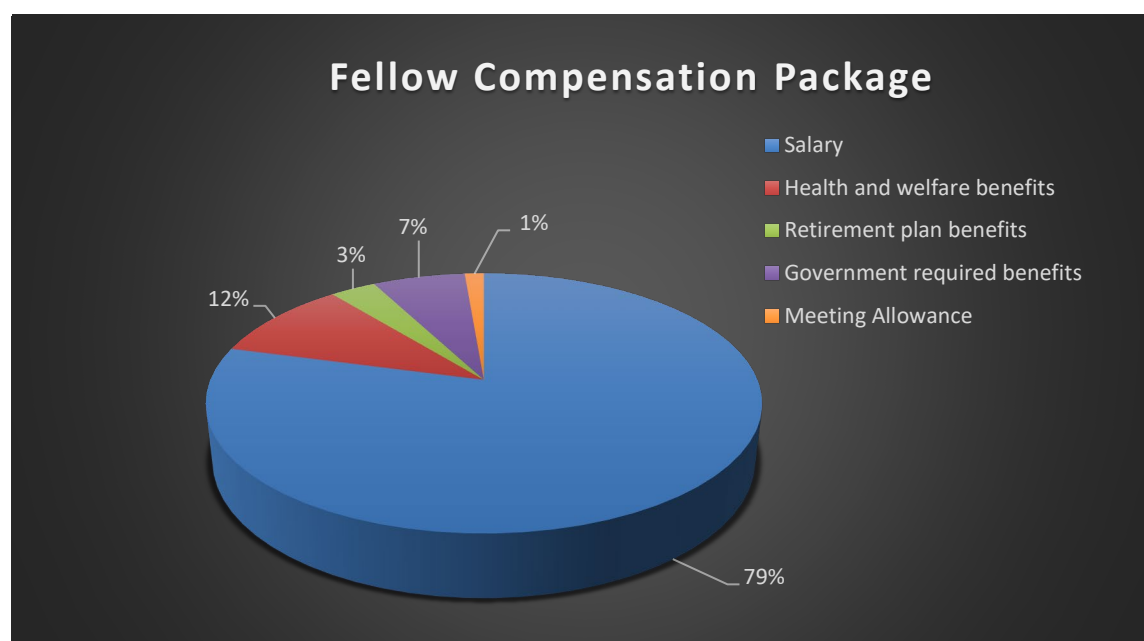


# GUNDERSEN MEDICAL FOUNDATION

## 2025-2026 HOSPICE AND PALLIATIVE MEDICINE FELLOW STIPEND AND BENEFITS

*Any conflict between statements made in this benefit summary and the plan documents shall be governed by the applicable plan documents. **Gundersen Medical Foundation (GMF) may find it necessary to add, modify or change any or all benefits or premium contributions stated herein.***

### Fellow Compensation Package



### Salary

F1 \$77,976.15

### Total Rewards Program

Our people demonstrate their dedication to our patients, communities and organization every day. One way of showing our commitment to you – our greatest resource – is through Emplify Health by Gundersen's Total Rewards program. Please review this guide for detailed information regarding our comprehensive benefits.

### Medical insurance

GMF pays the full cost of your medical premium. Please review the Total Rewards guide for details on the 2 plans offered by Emplify Health by Gundersen. Coverage begins on your date of hire.

### **Dental insurance**

Single or family coverage is available (monthly premiums apply). Two plans available (please review Total Rewards Guide), each plan pays 100% of preventative services including routine exams and x-rays. Coverage begins on date of hire.

### **Employee discounts**

Each resident, spouse, and any dependent children under the age of 18 receive a 20% to 30% discount on all non-insurance covered services at Emplify Health by Gundersen. Examples of services include refractive eye surgery, optometry services such as eye wear (including prescription eyeglasses and contacts), cosmetic surgery, hearing aid, and dentures. (Please note: This list is not all-inclusive. Please check with the Revenue Cycle Department for specific details.)

### **Retirement Plan – Salary Deferral 401(K)**

Eligibility: Employees age 21 or older who work 40 hours or more in a two-week pay period, i.e. must be in position scheduled to work 1,000 hours per year (.5 FTE). Entrance into the plan to begin deferrals is the 1<sup>st</sup> of the month following 30 days of employment. Thereafter, employees can enroll at any time. Employees may make personal pre-tax or Roth after-tax contributions to the plan.

We match 100% on the first 3% you contribute and \$.50 for each dollar up to the next 2% you contribute, for a maximum contribution of 4%.

You contribute	We contribute
1%	1%
2%	2%
3%	3%
4%	3.5%
5%	4%

The matching contribution is made after each pay period. You may elect to contribute more than 5%. By law, the voluntary contribution is limited to a maximum of \$20,500 for persons under age 50, and \$27,000 for persons age 50 or older by the end of the year. You are immediately 100% vested in your voluntary contributions and our matching contributions. Coverage begins the 1<sup>st</sup> of the month after 30 days of hire date.

### **Disability Insurance**

Short-term disability (STD) coverage is paid by GMF. If you are unable to work for more than 14 consecutive days, STD provides a 60% weekly benefit up to \$2,500 per week for up to 75 days. Your cost for STD coverage depends on your basic annual earnings. Coverage begins on date of hire.

Long-term disability coverage is paid by GMF. If you become disabled, benefits of up to 60% of monthly salary, up to \$15,000, begin after a 90-day waiting period. Coverage begins on date of hire.

### **Group life and supplemental insurance**

GMF pays coverage of 2x times annual salary to a maximum of \$250,000. (This benefit is provided at no cost to you except for imputed income tax). You may purchase supplemental life insurance up to a maximum of five times your salary at rates in accordance with your age bracket. You may also purchase supplemental life

insurance for your spouse and qualifying dependent children. Premiums for all supplemental policies are paid through after-tax payroll deductions. Coverage begins 1<sup>st</sup> of month after hire date.

### **Professional liability insurance**

Residents/fellows are insured for professional liability under our insurance program. This coverage is currently obtained by utilizing the services of CNA Financial Corporation and its principal subsidiary, Continental Casualty Companies. Coverage is provided on a claims-made basis with limits of \$1,000,000/\$3,000,000. GMF will, at its expense, obtain any needed extended reporting endorsement liability insurance (“tail coverage”) for services provided on behalf of GMF. Excess coverage in an unlimited amount is provided by law by the Wisconsin Injured Patients and Families Compensation Fund. The GMF pays all required premiums and fund contributions for this coverage on behalf of its residents/fellows.

### **Worker's compensation**

Fellows are covered under Worker's Compensation.

### **Wellness Fund**

Each fellow will receive a one-time payment of \$500 at the start of the academic year to be used toward wellness activities and products. Wellness activities and products are determined by the resident. Some examples of wellness activities and products may include, but are not limited to fitness/gym memberships, fitness equipment, and personal development. It is the responsibility of the fellow to manage their wellness fund expenses.

### **Educational Fund**

Each fellow will receive a one-time payment at the start of the academic year to be used for educational expenses. Fellows will receive \$2,000 for educational fund expenses. Some examples of educational expenses may include, but are not limited to meeting, educational butterfly ultrasound, iPad, books, online educational material, and board examinations. It is the responsibility of the fellow to manage their educational fund expenses.

### **Wellness Curriculum Time**

Four (4) half days will be permitted throughout the academic year to attend to personal wellness as part of the wellness curriculum. All wellness curriculum time must have prior approval by the program director. (See your specific program handbook for additional details).

### **Time Away from Training**

Time away from training includes a maximum of fifteen (15) workdays, which may be taken throughout the academic year. All time away from training must have prior approval by the program director. (See your specific program handbook for additional details).

### **Meeting Time/Allowance**

Each fellow may receive up to (5) five working days for educational experiences per academic year for the general purpose of maintaining, continuing, or enhancing his/her education, training, or skill level, within his/her field of expertise. (See your specific program handbook for additional details.)

### **Total Time Away from Training**

Additional time away from training beyond the maximum fifteen (15) workdays, wellness time, and meeting time will be per discussion and approval by the program director and review of guidelines of the applicable board certifying body.

### **Housing**

Emplify Health by Gundersen offers two, on-campus, housing complex options, based on availability.

#### **West Housing Complex**

Fifty townhomes are located on the medical center grounds. Rent for these townhomes is \$925 per month. All utilities including heat, electricity, water, and high-speed internet are paid for by the medical center. The townhomes are unfurnished. Each townhome has a living room, dining room, kitchen, laundry area with individual washers and dryers, two bedrooms, full bathroom, and study/den. All are individually heated and air-conditioned. Garden space is also available.

#### **Pet policy** (pets allowed in West Housing Complex only)

- **ONLY cats and dogs are allowed**
- Quantity limitations:
  - One dog
  - Two cats
  - One cat and one dog
- All pets must be indoor pets and leashed when outside
- Size – dogs must be less than 75 pounds
- There will be an increase of \$60 for a security deposit amount for pet owners
- There will be an increase \$60 per month for pet owners
- Pets will NOT be allowed in East Housing Complex

#### **East Housing Complex**

Twenty-four townhomes are located near the East and Founder's Buildings. Rent for these townhomes is \$1115 per month. All utilities including heat, electricity, water, and high-speed internet are paid for by the medical center. The townhomes are unfurnished. Each townhome has a living room, dining room, kitchen, laundry area with individual washers and dryers, two bedrooms, one full bathroom, and one half bath. All are individually heated and air-conditioned. There is no garden space at this site but, gardening is available in the West Housing Complex. **Pets are not allowed in the East Housing Complex.**

We realize that people may choose to live off campus for a variety of reasons, including family size, pets, and the desire to own a home.

### **Additional Benefits**

#### **Child care**

Children of fellows are eligible to attend a child-care center on the medical grounds, provided openings are available.

#### **Credit Union**

Fellows are eligible for membership in the Gundersen Credit Union.

#### **Licensure**

GMF pays the fee for your State of Wisconsin license and DEA registration .

**Meals**

Fellows that take call are provided a \$1,800 meal stipend for the academic year.

**Laboratory coats**

Laboratory coats are provided, laundered, and repaired on a regular basis at no cost to you.

**Health Sciences Library**

We have a Health Sciences Library. The library's collection contains approximately 2600 online journal titles and 3,200 textbooks. Electronic resources, including ClinicalKey, AccessMedicine, and UpToDate, are available via our intranet. You have 24/7/365 access to the main library area by use of your identification badge.

**Parking**

If living off campus, parking is available at no charge in one of the physician lots.

**Sleeping rooms**

Fellows may take call from home. Designated call rooms are available to those who choose to take call in-house.

**Exercise facility**

The My Health Room located at the La Crosse and Onalaska campus is a fully equipped fitness facility offering a wide variety of cardiovascular and weightlifting equipment. All employees may use the facility at no cost.

**P.E.E.R. Coaching:**

Each resident/fellow has access to our P.E.E.R Coaching program. This individualized, confidential coaching experience is an opportunity to increase your fulfillment, satisfaction, and well-being in your career and personal life. This program is designed for you to explore your purpose in life, engage in personal growth, strive for excellence in designing an intentional life, and develop resolve to set and accomplish your goals. In working with one of our internal physician coaches, who are specifically trained to coach medical personnel, you will identify and focus on your priorities and be supported to live your best life at work and at home. There are short-term and comprehensive coaching programs available to residents. Discussions can focus on specific issues such as communication challenges, conflict resolution, workflow to more in-depth discussions focusing on values and set goals, your purpose and vision, and creating a map for your future.



Origination	12/24/2020
Last Approved	10/8/2024
Effective	10/8/2024
Last Revised	11/13/2023
Next Review	10/8/2025

Owner	Jennifer Lee: Director
Area	Medical Education
Applicability	Gundersen
References	Policy

## Appointment and Reappointment of ACGME Residents/ Fellows

### References

Accreditation Council for Graduate Medical Education (ACGME)

### Applicable To

All residents and fellows of Gundersen Lutheran Administrative Services, Inc., independently and as agent for Gundersen Lutheran Medical Center, Inc., Gundersen Clinic, Ltd., Gundersen Lutheran Medical Foundation, Inc., Memorial Hospital of Boscobel, Tri-County Memorial Hospital Inc., St. Joseph's Health Services Inc., Palmer Lutheran Health Center, Moundview Memorial Hospital & Clinics, Inc., and Saint Elizabeth's Hospital of Wabasha, Inc. (hereinafter referred to collectively as "Gundersen").

The ACGME programs at Gundersen Lutheran Medical Foundation that are accredited or in the accreditation process are: 1. Family Medicine Residency 2. General Surgery Residency 3. Hematology-Oncology Fellowship 4. Hospice/Palliative Medicine Fellowship 5. Internal Medicine Residency 6. Transitional Year Residency. This policy is applicable to these listed programs.

### Purpose Statement

The purpose of this policy is to provide general guidance concerning the policies and practices of Gundersen relating to the appointment and reappointment of residents/fellows. Gundersen reserves the right to amend and modify this policy at any time, with or without prior notice, and without regard to the effect thereof on any person.

# Definitions

National Resident Matching Program ("NRMP"): An organization that provides an orderly and fair mechanism for matching preferences of applicants for U.S. residency and fellowship positions with the preferences of program directors.

Accreditation Council for Graduate Medical Education (ACGME): an independent, 501(c)(3), not-for-profit organization that sets and monitors voluntary professional educational standards essential in preparing physicians to deliver safe, high-quality medical care to all Americans. Common Program Requirements referred to in this document are found at the following website: [https://www.acgme.org/globalassets/pfassets/programrequirements/cprresidency\\_2022v3.pdf](https://www.acgme.org/globalassets/pfassets/programrequirements/cprresidency_2022v3.pdf)

## Implementation

- A. **APPOINTMENT OF RESIDENTS/FELLOWS.** Subject to the guidelines in this policy, Gundersen is committed to participating in the National Resident Matching Program ("NRMP") . All applications, academic credentials, personal goals, letters of recommendation and other information submitted by applicants will be carefully reviewed by the Program Director and/or their designee, to identify exceptional candidates who should be invited for personal interviews. Exceptional candidates will be invited to meet with the Program Director and other staff for personal interviews. Following the completion of the personal interview the Program Director and appropriate staff will review the applicants' credentials and qualifications, and prepare a rank list in order of preference.
1. **Eligibility Criteria.** Subject to the availability of sufficient positions, applicants with one of the following qualifications shall be eligible for appointment to Gundersen's accredited graduate medical education program:
    - a. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME)
    - b. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
    - c. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
      1. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates, prior to appointment, or,
      2. Have a full and unrestricted license to practice medicine in a United States licensing jurisdiction in which they are training.
    - d. Graduates from medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school. (A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical

school to students who meet the following conditions: (1) have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States medical school; (2) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools; (3) have completed all of the formal requirements of the foreign medical school except internship and/or social service; (4) have attained a score satisfactory to the sponsoring medical school on a screening examination; and (5) have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).)

2. **Commitment to Diversity:** Consistent with ACGME Common Program Requirement I .C, Each ACGME accredited program, in partnership with Gundersen, must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of residents, fellows, faculty members, senior administrative staff members, and other relevant members of our academic community. Gundersen Health System has a formal Diversity, Equity and Inclusion program with appointed leadership with a 5 year strategic plan (2023-2028) which is outlined at <https://gundersenhealth.sharepoint.com/sites/DiversityEquityInclusion>
  3. **Resident/Fellow Selection Process.** Eligible candidates are selected for appointments based upon their aptitude, academic credentials, personal characteristics, and interpersonal communication skills, as well as their ability and preparedness to benefit from the residency/fellowship program to which they are appointed. As previously noted, Gundersen participates in the National Resident Matching Program.
  4. **Resident/Fellow Appointments.** Successful applicants are required to execute and deliver a standard form residency/fellowship Contract, incorporating terms and conditions acceptable to Gundersen. Residents/Fellows are appointed for a one-year term, subject only to the right of Gundersen to terminate or extend the relationship in accordance with the terms and conditions of the residency/fellowship contract and applicable Gundersen policies.
- B. **REAPPOINTMENT.** Eligibility for reappointment to Gundersen's graduate medical education program for additional one-year terms depends upon several factors including, without limitation, the following:
1. The resident/fellow's overall job performance, including compliance with the residency Contract, compliance with Gundersen policies, and satisfactory completion of all training components.
  2. The availability of a sufficient number of resident/fellow positions.
  3. Continuation of Gundersen's accredited graduate medical education program.
  4. Continuation of Gundersen's accreditation by the American Council on Graduate Medical Education (ACGME).



5. The financial ability of Gundersen.
6. Furtherance of Gundersen's medical education goals.

Subject to paragraph 4, if a resident/fellow satisfactorily complies with the terms and conditions of the residency Contract and applicable Gundersen policies, the Program Director may certify the resident/fellow as eligible for reappointment. The applicable governing boards of Gundersen, upon the recommendation of the Vice President/Designated Institutional Official, shall have final authority over decisions to reappoint residents/fellows for additional one-year terms.

- A. **REDUCTION OR TERMINATION OF RESIDENCY/FELLOWSHIP PROGRAMS.** If it becomes necessary for Gundersen to terminate or reduce the size of its accredited graduate medical education program, Residents will be notified as soon as possible. In such event, Gundersen will make every effort to:
  1. Allow residents/fellows already in the program to complete their education;
  2. Assist displaced residents/fellows in identifying a residency/fellowship program in which they can continue their education.
- B. **NON-RENEWAL OF CONTRACTS.** Gundersen will ensure that our residency/fellowship programs provide their residents/fellows with a written notice of intent not to renew a resident's/fellow's Contract no later than four months prior to the end of the resident's/fellow's current contract. However, if the primary reason(s) for the non-renewal occurs or concludes within the four-month period prior to the end of the contract, Gundersen will ensure that our programs provide their residents/fellows with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the end of the contract. Residents/Fellows will be allowed to implement Gundersen's formal grievance procedures as outlined in the Resident/Fellow Disciplinary Process Policy, upon receipt of the written notice of intent not to renew the contract.

## Responsibilities

**Administrative Director of Medical Education:** Development and oversight of this policy.

**Graduate Medical Office:** Processing and maintaining contracts electronically in MedHub for appointment and reappointment of residents/fellows.

**Residency/Fellowship Program Directors:** Review applications and interview candidates for open slot positions and follow NRMP match processes. Maintain resident/fellow performance documentation as needed for reappointment.

## Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	10/8/2024

Director	Jennifer Lee: Director	10/8/2024
Policy Review Committee	Thomas Hodde: HR Program Consultant	10/8/2024
	Jennifer Lee: Director	10/8/2024

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## Applicability

Gundersen

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Origination 5/24/2021

Last Approved 7/25/2023

Effective 7/1/2023

Last Revised 7/25/2023

Next Review 7/24/2024

Owner Renee Fraser:  
Director

Area Human  
Resources

Applicability Gundersen

References Policy

## Equal Employment Opportunity/ADA, HR-100

### References

Equal Employment Opportunity - Executive Order 11246, as amended; American with Disabilities Act and The Rehabilitation Act of 1973, as amended; Title VII of the Civil Rights Act of 1964; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Equal Pay Act; 16.765, Wis. Stats.; Wisconsin Fair Employment Law; Wisconsin State Statute s.111.32(13m); Genetic Information Nondiscrimination Act (GINA) of 2008; Age Discrimination in Employment Act of 1967; Minnesota Statutes 177 and 181; Iowa Civil Rights Act; Office of Federal Contract Compliance Programs; MINN. STAT. 181.939

### Applicable To

All employees, residents, students, Board of Directors and volunteers of Gundersen Health System, its principal affiliates, Gundersen Clinic, Gundersen Lutheran Medical Center, Inc., Gundersen Lutheran Medical Foundation, Inc., and Gundersen Lutheran Administrative Services, collectively GUNDERSEN.

### Purpose Statement

It is the policy of GUNDERSEN to provide equal employment opportunities to all employees, residents, students, volunteers, and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, protected military or veteran status, or genetics. In addition to federal law requirements, GUNDERSEN complies with applicable state and local laws governing nondiscrimination in employment in every location in which GUNDERSEN has facilities.

This policy applies to all terms and conditions of employment including, but not limited to recruiting, hiring, placement, promotion, demotion, termination, transfer, leaves of absence, compensation, benefits, training, layoff, and return from layoff.

# Definitions

"Disability" means a physical or mental impairment that substantially limits one or more Major Life Activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

"Major Life Activities" includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

"Direct Threat" means a significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by Reasonable Accommodation.

"Essential Functions of the Job" means those job activities that are determined by the employer to be essential or core to performing the job.

"Qualified Individual" means an individual who, with or without Reasonable Accommodation, can perform the Essential Functions of the Job that such individual holds or desires.

"Reasonable Accommodation" includes any changes to a job, an employment practice, or the work environment that enables an individual with a Disability to enjoy equal employment opportunities.

"Undue Hardship" means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an Undue Hardship on an employer, factors to be considered include:

- Nature and cost of the accommodation;
- Overall financial resources of the facility or facilities in the provision of the accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer, the size, number, type, and location of facilities.
- The type of operations of the company, including the composition, structure, and functions of the workforce, administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

## Implementation

1. GUNDERSEN is committed to taking affirmative action to ensure that all employees and applicants for employment are treated equally.
2. When required by applicable law, GUNDERSEN will prepare an annual affirmative action plan for women, minorities, covered veterans, and disabled persons consistent with the requirements of Executive Order 11246.
3. Any employee, resident, student, or applicant for employment who qualifies as such is invited to self-identify as an individual with a Disability or a covered veteran.

## **Inquiries and Complaints:**

1. Gundersen expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, Disability, or veteran status. Violations of this policy should be directed to the employee's manager or the Director, Employee and Labor Relations. Inquiries concerning the application of this policy should be directed to the Director, Employee and Labor Relations.
2. Complainants, witnesses, and others who provide information concerning such claims will be protected from retaliation. GUNDERSEN will ensure the confidentiality of individuals bringing complaints of harassment or discrimination to the extent possible.
3. GUNDERSEN's human resource will conduct a prompt and impartial investigation into complaints of harassment or discrimination.
4. Employees, residents, students, or volunteers who engage in unlawful discrimination or retaliation are subject to disciplinary action up to and including termination of their employment.

## **Individuals with Disabilities:**

1. When an individual with a Disability requests accommodation and can be reasonably accommodated without creating an Undue Hardship or causing a Direct Threat to workplace, safety, they will be given the same consideration for employment as any other applicant. Applicants who pose a Direct Threat to the health, safety, and well-being of themselves or others in the workplace when the threat cannot be eliminated by Reasonable Accommodation will not be hired.
2. If an employee has a Disability that requires an accommodation in order to perform the Essential Functions of their job, or otherwise enjoy the benefits and privileges of employment, they must initiate a request for accommodation by contacting their direct supervisor/manager or Human Resources Operations Manager (HROM) and identify an adjustment or change at work that is needed because of a Disability.
3. Gundersen will participate in an interactive process with, and reasonably accommodate, Qualified Individuals with a Disability to that they can perform the Essential Functions of a Job unless doing so causes a Direct Threat to these individuals or others in the workplace and the threat cannot be eliminated by Reasonable Accommodation or if the accommodation creates an Undue Hardship to GUNDERSEN.
4. The Human Resources department, specifically the EEO Officer, is responsible for implementing this policy, including the resolution of Reasonable Accommodation, Safety/ Direct Threat, and Undue Hardship issues.
5. When appropriate, temporary modifications may be made pending review of medical information or modifications may be made without relying on whether the employee has a Disability as defined by law. These actions should not be construed as a finding by GUNDERSEN that it has made a determination that an employee is a Qualified Individual with a Disability under the ADA or Rehabilitation Act.

# Pregnant Workers Fairness Act

1. The Pregnant Workers Fairness Act (PWFA) is a new law that requires covered employers to provide “reasonable accommodations” to a worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an “undue hardship.”
2. The PWFA applies to employers with 15 or more employees and to “qualified employees,” meaning an employee or job applicant who can perform the essential functions of the position with or without reasonable accommodation.
3. The PWFA applies only to accommodations. Existing laws that the EEOC enforces make it illegal to fire or otherwise discriminate against workers on the basis of pregnancy, childbirth, or related medical conditions.
4. The PWFA goes into effect on June 27, 2023. Employees who believe their rights under this Act have been violated can file a complaint with the EEOC after that date.
5. For employees physically working in Minnesota, please review the attached document titled *Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice*.

## Responsibilities

The Director, Employee and Labor Relations has been appointed Equal Employment Opportunity Officer and is directly responsible for the planning and implementation of GUNDERSEN'S affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. The Equal Employment Opportunity Officer may be reached at 608-775-6623 or [RDFraser@gundersenhealth.org](mailto:RDFraser@gundersenhealth.org)

## Human Resources:

GUNDERSEN'S Human Resources department is responsible for enforcement of GUNDERSEN'S Equal Employment Opportunity Policy.

For employees physically working in Minnesota HR will provide the *Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice* at the time of hire and when an employee makes an inquiry about or requests parental leave

## Leaders:

Responsible for ensuring that their employment related practices and decisions comply with this Equal Employment Opportunity Policy. Share all complaints of harassment or retaliation with the Human Resources department. Share any requests for Reasonable Accommodation with the Human Resources department.

# Applicants, Employees, Residents, Students, Staff, Volunteers, Vendors:

Every employee of GUNDERSEN is expected to comply with this Equal Employment Opportunity policy.

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## Attachments

- [!\[\]\(a88007b249b36c75dcbde101f514cec3\_img.jpg\) Igualdad de Oportunidades Laborales / Ley ADA](#)
- [!\[\]\(800628c068083563f747129d8b339031\_img.jpg\) Muab Hauj Lwm Vaj Huam Sib Luag / ADA](#)
- [!\[\]\(01f5879e654468630e790d983a473ee0\_img.jpg\) Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice](#)

## Approval Signatures

Step Description	Approver	Date
Chief People Officer	Leanne Andersen: Chief People Officer	7/25/2023
Policy Review Committee	Caitlyn Russell: HR Program Consultant	7/12/2023
	Renee Fraser: Director	7/11/2023
Policy Review	Shayna Gilbertson: Manager	6/30/2023

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## Applicability

Gundersen



Origination 5/4/2021  
Last 10/8/2024  
Approved  
Effective 10/8/2024  
Last Revised 11/13/2023  
Next Review 10/8/2025

Owner Jennifer Lee:  
Director  
Area Medical  
Education  
Applicability Gundersen  
References Standard  
Operating  
Procedure

## Residency/Fellowship Applicant Visa Statement (ACGME Programs)

### References

National Resident Matching Program (NRMP) [www.nrmp.org](http://www.nrmp.org)

Accreditation Council for Graduate Medical Education [www.acgme.org](http://www.acgme.org)

### Applicable To

All applicants applying for a Accreditation Council on Graduate Medical Education (ACGME) Residency/Fellowship Programs sponsored by Gundersen Lutheran Administrative Services, Inc., independently and as agent for Gundersen Lutheran Medical Center, Inc., Gundersen Clinic, Ltd., Gundersen Lutheran Medical Foundation, Inc., Memorial Hospital of Boscobel, Tri-County Memorial Hospital Inc., St. Joseph's Health Services Inc., Palmer Lutheran Health Center, Moundview Memorial Hospital & Clinics, Inc., and Saint Elizabeth's Hospital of Wabasha, Inc. (hereinafter referred to collectively as "Gundersen").

### Purpose Statement

The NRMP requires all ACGME Residency/Fellowship programs to provide applicants with a visa status policy.

### Definitions

NRMP is the ranking system used to match medical school applicants to our program. ACGME is the accrediting body for family medicine, general surgery, internal medicine, transitional year residencies, hematology and medical oncology, and hospice and palliative medicine.



# Implementation

- I. Gundersen's ACGME accredited programs accept the following applicant visa status: J-1, H1B, EAD, and F1.
- II. Any other visa status may be reviewed for sufficiency and adequacy in Gundersen's sole discretion, subject to applicable laws.
- III. All visa requests will be handled by the Administrative Director of Medical Education or his/her designee.

# Responsibilities

The Vice President (VP)/ Designated Institutional Official (DIO) and Administrative Director of Medical Education are responsible for the development and oversight of this policy.

## Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	10/8/2024
Policy Review Committee	Thomas Hodde: HR Program Consultant	10/8/2024
	Jennifer Lee: Director	10/8/2024

## Applicability

Gundersen



Origination 5/23/2022

Last 10/8/2024

Approved

Effective 10/8/2024

Last Revised 11/13/2023

Next Review 10/8/2025

Owner Jennifer Lee:  
Director

Area Medical  
Education

Applicability Gundersen

## Resident & Fellow Medical, Parental, and Caregiver Leave of Absence

### References

Accreditation Council for Graduate Medical Education (ACGME): <https://www.acgme.org/>

### Applicable To

All residents and fellows of Gundersen Lutheran Administrative Services, Inc., independently and as agent for Gundersen Lutheran Medical Center, Inc., Gundersen Clinic, Ltd., Gundersen Lutheran Medical Foundation, Inc., Memorial Hospital of Boscobel, Tri-County Memorial Hospital Inc., St. Joseph's Health Services Inc., Palmer Lutheran Health Center, Moundview Memorial Hospital & Clinics, Inc., and Saint Elizabeth's Hospital of Wabasha, Inc. (hereinafter referred to collectively as "Gundersen").

### Purpose Statement

This policy describes leaves of absence, for medical, parental, and caregiver leaves of absences for Residents/Fellows in accordance with appropriate accrediting body and applicable laws. This benefit is available one (1) time during a Resident/Fellow Graduate Medical Education program. Family Medical Leave Act may be utilized in addition to this program should it be necessary.

### Definitions:

- A. **"ACGME"** - Accreditation Council for Graduate Medical Education organization that sets and monitors voluntary professional educational standards essential in preparing physicians to

deliver safe, high-quality medical care to all Americans. The ACGME oversees the accreditation of its residency and fellowship programs in the US.

- B. **"Other Programs"** - Residencies and fellowships not accredited by the ACGME. These programs may or may not be formally accredited by an external organization.
- C. **"VP/DIO"** - Vice President of Medical Education and Designated Institutional Official of the ACGME residency/fellowship programs.
- D. **"Program Director"** - Leader of the Resident's/Fellow's training program or an authorized representative thereof.
- E. **"AD"** - Administrative director of medical education.
- F. **"HR"** - Department of Human resources at Gundersen Health System
- G. **"Graduate Medical Education (GME)"**: The period of education in a particular specialty (residency) or subspecialty (fellowship)
- H. **"Program Administrator"** - Administrator of the Resident's/Fellow's training program.
  - I. **"Graduate Medical Education Committee (GMEC)"** - Body that has authority and responsibility for oversight and administration of each Sponsoring Institution's residency and fellowship programs.
  - J. **"Resident"** - Person appointed to a residency position in the Gundersen Lutheran Graduate Medical Education program sponsored by Lutheran Hospital - La Crosse, Inc. and Gundersen Lutheran Medical Foundation.
  - K. **"Fellow"** Person appointed to a fellowship position in the Gundersen Lutheran Graduate Medical Education program sponsored by Lutheran Hospital - La Crosse, Inc. and Gundersen Lutheran Medical Foundation.
  - L. **"Sponsoring Institution"** - Organization with ultimate authority and oversight of resident/fellow assignments and the quality of the learning and working environment for the Resident/Fellow training programs.
- M. "Family Medical Leave Act" - United States Department of Labor policy outlined at the following website: <https://www.dol.gov/agencies/whd/fmla>

# Implementation

## Leaves of Absence

Gundersen Lutheran Medical Center's (Sponsoring Institution) policy for leaves of absence (medical, parental, and caregiver) is consistent with appropriate accrediting body and applicable laws.

Gundersen Lutheran Medical Foundation:

- provides residents/fellows up to six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with appropriate accrediting body and applicable laws at least once and at any time during our GME residency/fellowship programs, starting the day the resident/fellow is required to report;
- provides residents/fellows with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;

- ensures the continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence;
- provides residents/fellows with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
- ensures that each of its GME residency/fellowship programs provides its residents/fellows with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).

### **Process for Submission and Approval for a Leaves of Absence(s) Request**

- A. The resident/fellow must inform their Program Director in writing that they request a leave of absence. Though the resident/fellow may share the details of their request with their Program Director, they are only required to disclose the category of their leave (medical, parental, or caregiver).
- B. The resident's/fellow's Program Director will contact the VP/DIO and AD in writing to inform them that a resident/fellow is requesting a leave of absence under the Sponsoring Institutions six-week leave of absence policy. The Program Director is only required to disclose the category of the resident's/fellow's leave (medical, parental, or caregiver) request to the VP/DIO.
- C. The AD will work with HR and the resident/fellow to facilitate the leave of absence request process. HR will inform the resident/fellow of the required documentation to process the leave of absence request.
- D. HR will approve or deny the leave of absence request and will contact the AD and the resident/fellow to inform them of the decision. If approved, the defined dates will be listed.
- E. When the AD is informed of the HR decision, they will notify the VP/DIO, Program Director, and Program Administrator of the decision regarding the resident's/fellow's leave of absence request.
- F. The Program Director will meet with the resident/fellow, review their planned leave of absence dates, and review potential impact on the resident's/fellow's ability to graduate on time and/or take certifying exams. The Program Director will review clinical assignments the resident/fellow will be required to make up, if any. All discussions will be documented by the Program Director and placed in the resident's/fellow's personnel file.
- G. At least one week before the end of an approved leave of absence, the resident/fellow must email their Program Director, Program Administrator, and HR to confirm their return-to-work date.

### **Additional Information**

- This policy is available at all times to residents/fellows via the GME residency/fellowship handbook.
- This leave of absence (medical, parental, and caregiver reasons) may be in addition to vacation and education time.
- Time away from training may impact the resident's/fellow's ability to graduate on time.

Resident/fellow performance, accreditation requirements, and board eligibility requirements may all impact that decision.

- Gundersen Health System Resident/Fellow Housing is administrated through a year-long lease. If resident/fellow lives in Gundersen Health System Resident/Fellow Housing and needs to extend training, there is no guarantee that continuation of housing will be available.
- The medical, parental, and caregiver leave of absence benefit is available one (1) time during the duration of the residency/fellowship program for a resident/fellow.
- The medical, parental, and caregiver leave of absence benefit is separate from FMLA and/or short- term or long-term disability.
- Extension of the medical, parental, and caregiver leave of absence beyond the one-time granted six-weeks or additional leaves of absence will require collaboration with the Program Director, VP/DIO, AD, and HR to determine the availability of benefits applicable to the request. In addition, specific attention will be required to address the impact on extension of training and board eligibility.
- Determination of approval or disapproval of additional medical, parental, and caregiver leave of absence request will be based on FMLA guidelines.

## Responsibilities

The Administrative Director of Medical Education in Medical Education is responsible for the development and oversight of this policy. The Graduate Medical Education Committee must review and approve this policy on an annual basis

## Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	10/8/2024
Director	Jennifer Lee: Director	10/8/2024
Policy Review Committee	Thomas Hodde: HR Program Consultant	10/8/2024
	Jennifer Lee: Director	10/8/2024

## Applicability

Gundersen



Origination 1/12/2021

Last Approved 10/8/2024

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Last Revised 11/13/2023

Next Review 10/8/2025

Owner Jennifer Lee:  
Director

Area Medical  
Education

Applicability Gundersen

References Policy

## Resident/Fellow On-Campus Housing Selection Policy

### References

N/A

### Applicable To

All residents and fellows in both accredited and non-accredited residency and fellowship programs overseen by Gundersen Lutheran Health System, Inc. or any of its subsidiaries, (hereinafter referred to collectively as "Gundersen").

### Purpose Statement

On-campus rental housing is available for residents/fellows enlisted in residency/fellowship programs at Gundersen. There are a limited number of housing units available. This policy outlines the housing application and selection process for on-campus rental housing.

### Definitions

On-Campus Rental Housing: Available housing for residents/fellows in the West Housing Complex (50 units) and the East Housing Complex (24 units).

MEO: Medical Education Office

### Implementation

#### I. On-Campus Rental Housing: Prioritization

- a. First consideration for available housing is based on residency/fellowship program requirements for taking in-house call, call from home, work intensity, and distance/

response time to Gundersen for emergent and urgent patient care. The programs which meet the criteria for prioritization are: Family Medicine, General Surgery, Internal Medicine, Oral & Maxillofacial Surgery, Podiatric Medicine & Surgery, and Transitional Year residencies and Advanced GI & Minimally Invasive Bariatric Surgery, Family Medicine OB, and Hospice & Palliative Medicine fellowships.

## II. On-Campus Rental Housing: Application

1. A housing application will be sent to all incoming residents/fellows after they are identified for the next academic year. This typically occurs in March.
2. Current residents/fellows who are interested in obtaining On-Campus Rental Housing must complete an application for consideration.
3. Residents/Fellows will have two weeks to complete the housing application and return it to the Medical Education Office (MEO) via the instructions provided if they desire to live on campus during their residency/fellowship. The deadline date will be listed in the instructions provided by MEO.
4. Applications received before the deadline date will be reviewed to evaluate the number of requests for on campus rental housing.
5. If the number of application requests exceeds the number of available housing units, a lottery will be used to determine housing unit selection (see section III:2 below).
6. Residents/Fellows who miss the application deadline will not be considered for housing unless there are units available after the Second Round (section III:2 below). No exceptions will be made.
7. All communication regarding housing will be accomplished electronically (email).

## III. On-Campus Rental Housing: Selection

1. First Round:
  - a. Residents/fellows will be considered for housing with the following order of priority:
    - i. New Residents/fellows from the programs listed in (I. a.) (First priority)
    - ii. New Residents/fellows of all other graduate medical education programs (Second priority)
    - iii. Current Residents/Fellows of all programs (Third priority)
  - b. Residents/fellows will be notified by the MEO of their on-campus rental housing option within one week of the application deadline
  - c. Residents/fellows will have 48 hours to accept the housing option emailed to them. If the resident/fellow does not accept the offer or fails to reply within 48 hours, the housing unit will be made available for the second-round housing application process.
2. Second Round: Lottery
  - a. If housing units are still available after the first-round application process a lottery will be used to determine housing unit selection for residents/

fellows desiring to live on-campus. Individuals from the first round who failed to meet the 48-hour response deadline will be re-entered into the second-round lottery.

- b. Residents/fellows chosen through the lottery will be notified by the MEO of the available housing option and will have 48 hours to respond.
- c. This lottery process will continue until all available housing units for the academic year are filled.
- d. When all housing units have been filled, residents/fellows who submitted housing applications will be notified by MEO that on-campus rental housing is no longer available. This time-sensitive information will be shared immediately following the completion of the second-round housing lottery process.
- e. Community housing resources will be provided to any resident/fellow who was unable to obtain on-campus rental housing.

#### IV. On-Campus Rental Housing Off-Cycle

- a. Due to variations in program start and end dates (Psychology fellowships, Advanced GI/Bariatric Surgery Fellowship and Emergency Medicine Physician Assistant Program), program extensions, and resident/fellow attrition on-campus rental housing may be available off-cycle from the standard academic year.
- b. If there are not enough housing units available during the first-round application process to satisfy the requests, residents/fellows from the prioritization list (I. a.) will be given first option of an on-campus off-cycle unit. In these circumstances the following will pertain to the resident/fellow:
  - i. The resident/fellow will be notified of the unit's availability date.
  - ii. The resident/fellow will be responsible for finding alternative housing until the unit is available.
  - iii. The resident/fellow will have 48 hours to accept the housing option.
- c. If off-cycle housing units remain after the first round they will be placed in the lottery for the second-round housing application process.

## Responsibilities

The Vice President/Designate Institutional Official, Administrative Director of Medical Education, and Programmatic Manager in Medical Education are responsible for the development and oversight of this policy. In addition, they are responsible for the dissemination of this policy to appropriate internal and external customers.

**Residency/Fellowship Program Directors, Associate Program Directors and Program Administrators:** Dissemination of this policy to potential and current residents/fellows.

**Rent Manager, Facility Operations:** In conjunction with Medical Education Programmatic Manager, will disseminate policy information to potential renters and follow the outlined process for on-campus rental housing selection.



# Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	10/8/2024
Director	Jennifer Lee: Director	10/8/2024
Policy Review Committee	Thomas Hodde: HR Program Consultant	10/8/2024
	Jennifer Lee: Director	10/8/2024

## Applicability

Gundersen

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